



# FOUR SEAS MERCANTILE HOLDINGS LIMITED

## 四洲集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號 : 374)

### NOTIFICATION LETTER 通知信函

30 July 2025

Dear Registered Shareholders,

#### FOUR SEAS MERCANTILE HOLDINGS LIMITED (the “Company”)

#### – Notice of publication of Annual Report 2025, Circular dated 30 July 2025 containing Notice of Annual General Meeting, and Form of Proxy for Annual General Meeting (collectively the “Current Corporate Communications”)

The English and Chinese versions of the Current Corporate Communications are now available on the Company’s website at [www.fourseasgroup.com.hk](http://www.fourseasgroup.com.hk) and the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) at [www.hkexnews.hk](http://www.hkexnews.hk) respectively (the “Website Version”). The Company strongly recommends you to access the Website Version of the Current Corporate Communications and all future Corporate Communications<sup>(Note 1)</sup>. If you have elected to receive the Corporate Communications in printed form, the Current Corporate Communications are enclosed.

If you have difficulty in receiving email notification or gaining access to the Website Version of the Corporate Communications and would like to receive the Current Corporate Communications and all future Corporate Communications in printed form, please complete and sign the enclosed Change Request Form and return it to the Company’s branch share registrar in Hong Kong (“Branch Share Registrar”), Tricor Investor Services Limited, at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong by post using the provided prepaid mailing label (no stamp is needed if posted in Hong Kong) or by email to [374-ecom@vistra.com](mailto:374-ecom@vistra.com). The Company will send the Current Corporate Communications to you in printed form free of charge upon your request.

It is the responsibility of Registered Shareholders to provide a functional email address. If you have not provided your email address to the Company or need to update your email address, the Company recommends you to provide your email address by completing and signing the enclosed Change Request Form and returning it to the Branch Share Registrar at the above-mentioned address by post or by email to [374-ecom@vistra.com](mailto:374-ecom@vistra.com). If the Company does not have your functional email address, until such time that the functional email address is provided to the Branch Share Registrar, you will be unable to receive via email notices of publication of the Website Version of Corporate Communications (“Notice of Publication”) and Actionable Corporate Communications<sup>(Note 2)</sup> in electronic form. As such, the Company would only be able to send you the Notice of Publication and the Actionable Corporate Communications in printed form.

Should you have any queries relating to this notification letter, please call the Branch Share Registrar’s telephone hotline at (852) 2980 1333 during business hours from 9:00 a.m. to 6:00 p.m. (Hong Kong time), from Monday to Friday (excluding Hong Kong public holidays).

Yours faithfully,  
On behalf of the Board  
**Four Seas Mercantile Holdings Limited**  
**TAI Tak Fung, Stephen, GBM, GBS, SBS, JP**  
Chairman

#### Notes:

- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors’ report and its annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form;
- Actionable Corporate Communications refer to any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.

各位登記股東：

四洲集團有限公司(「本公司」)

— 2025年年报、日期為2025年7月30日之通函(當中載有股東週年大會通告)，及股東週年大會代表委任表格(統稱「本次公司通訊」)之登載通知

本次公司通訊之英文及中文版本已分別上載於本公司網站[www.fourseasgroup.com.hk](http://www.fourseasgroup.com.hk)及香港聯合交易所有限公司(「聯交所」)之網站[www.hkexnews.hk](http://www.hkexnews.hk)(「網站版本」)。本公司極力建議閣下閱覽本次公司通訊及所有日後的公司通訊<sup>(附註1)</sup>之網站版本。如閣下已選擇收取公司通訊的印刷本，隨函附上本次公司通訊。

如閣下難以透過電郵方式接收通知或閱覽公司通訊的網站版本及欲索取本次公司通訊及所有日後的公司通訊之印刷本，請填妥及簽署隨附之更改申請表格，並以郵寄方式按上述地址交回股份過戶登記分處或以電郵方式發送至[374-ecom@vistra.com](mailto:374-ecom@vistra.com)。倘若本公司沒有收到閣下之有效的電郵地址，閣下將無法透過電郵方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊<sup>(附註2)</sup>。本公司只能向閣下發送登載通知及可供採取行動的公司通訊之印刷本，直至股份過戶登記分處收到閣下之有效的電郵地址為止。

登記股東有責任提供有效的電郵地址。如閣下尚未提供閣下之電郵地址予本公司，或需更新閣下之電郵地址，本公司建議閣下填妥及簽署隨附之更改申請表格，並以郵寄方式按上述地址交回股份過戶登記分處或以電郵方式發送至[374-ecom@vistra.com](mailto:374-ecom@vistra.com)。倘若本公司沒有收到閣下之有效的電郵地址，閣下將無法透過電郵方式收取以電子方式發送的公司通訊網站版本的登載通知(「登載通知」)及可供採取行動的公司通訊<sup>(附註2)</sup>。本公司只能向閣下發送登載通知及可供採取行動的公司通訊之印刷本，直至股份過戶登記分處收到閣下之有效的電郵地址為止。

倘閣下對本通知信函有任何疑問，請於辦公時間內(星期一至星期五(香港公眾假期除外)上午9時正至下午6時正(香港時間))致電股份過戶登記分處熱線(852) 2980 1333查詢。

代表董事會  
四洲集團有限公司  
主席  
戴德豐GBM GBS SBS太平紳士  
謹啟

2025年7月30日

#### 附註：

- 公司通訊包括本公司發佈或將予發佈以供其任何證券持有人或投資大眾參照或採取行動的任何文件，其中包括但不限於(a)董事會報告、年度賬目連同核數師報告以及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- 可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利或作出選擇的公司通訊。

# CHANGE REQUEST FORM 更改申請表格

To: **FOUR SEAS MERCANTILE HOLDINGS LIMITED**  
(Stock Code: 374) (the “Company”)  
c/o Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

致： 四洲集團有限公司  
(股份代號：374) (「本公司」)  
經 卓佳證券登記有限公司  
香港夏慤道16號  
遠東金融中心17樓

**Part A** I/We would like to receive all future Corporate Communications<sup>(Note 7)</sup> and Actionable Corporate Communications<sup>(Note 8)</sup> in printed form in the manner indicated below:  
**甲部** 本人/吾等現欲以下列方式收取所有日後的公司通訊<sup>(附註7)</sup>及可供採取行動的公司通訊<sup>(附註8)</sup>之印刷本:

(Please mark “✓” in **ONLY ONE** of the following boxes 請從下列選擇中，僅在其中一個空格內劃上「✓」號)

- ☐ I/We would like to receive a printed copy in the English language only<sup>(Note 4)</sup>; OR  
本人/吾等現欲收取一份英文印刷本<sup>(附註4)</sup>; 或
- ☐ I/We would like to receive a printed copy in the Chinese language only<sup>(Note 4)</sup>; OR  
本人/吾等現欲收取一份中文印刷本<sup>(附註4)</sup>; 或
- ☐ I/We would like to receive a printed copy in both the English language and the Chinese language.  
本人/吾等現欲收取英文和中文各一份印刷本。

**Part B** I/We would like to receive Notices of Publication of the Website Version of all future Corporate Communications and Actionable Corporate Communications in electronic form via the email address<sup>(Note 5)</sup> below:

**乙部** 本人/吾等現欲透過電子方式以下列電郵地址<sup>(附註5)</sup>收取所有日後的公司通訊網站版本的登載通知及可供採取行動的公司通訊:

[illegible]

(Please provide the email address in English BLOCK LETTERS 請以英文正楷填寫電郵地址)

Signature: *(Note 2)*

簽名(附註2)：

Date:

日期

Contact telephone number:

聯絡電話號碼：

*Notes 附註:*

1. Please complete and sign this form and return it by putting and sticking the prepaid mailing label on an envelope to the Company's branch share registrar in Hong Kong (the "Branch Share Registrar"), Tricor Investor Services Limited, or via email to 374-ecom@vistra.com.
- 請填妥及簽署本表格，並以隨附已預付郵資的郵寄標票貼於信封上，寄回本公司之香港股份過戶登記分處（「股份過戶登記分處」）卓佳證券服務有限公司，或電郵至374-ecom@vistra.com。
2. Please complete each part of this form clearly. Any form with no indicated choice, with no signature or otherwise incorrectly completed shall be void. If your shares are held in joint names, the shareholder whose name stands first on the register of members of the Company in respect of the joint holding should sign this form in order to be valid.
- 請清楚填寫表格之各部分。沒有在簽名或沒有正確地填妥者，均屬無效。如屬聯名股東，則本表格須按本公司股東名冊上聯名持有之股份戶口，由其姓名列於首位的股東簽署，方為有效。
3. If you are a shareholder of the Company, please send the future Corporate Communications and Actionable Corporate Communications to be sent to you until you notify otherwise by reasonable notice in writing to the Branch Share Registrar or until expiry at the end of each financial year of the Company (whichever is earlier). Further request in writing will be required if the Shareholder prefers to continue receiving printed form of future Corporate Communications and Actionable Corporate Communications.
- 如果你是本公司股東，請將日後之公司通訊及可供採取行動的公司通訊，直至閣下以合理期間書面通知股份過戶登記分處更改有關指示或直至本公司每年財政年度之結束日期前有效（以較早者為準）。其後，若股東希望繼續收到日後的公司通訊及可供採取行動的公司通訊之印刷本，則需要再作出書面請求。
4. If both English and Chinese versions of the Corporate Communications / Actionable Corporate Communications are combined into one document, printed form of the Corporate Communications / Actionable Corporate Communications with both English and Chinese versions will be sent to the Shareholder requesting for printed form of any version(s) of the Corporate Communications / Actionable Corporate Communications.
- 若公司通訊／可供採取行動的公司通訊的英文版本及中文版本合併為一份文件，則公司通訊／可供採取行動的公司通訊的英文版本及中文版本的印刷本將寄給要求取任一版本之公司通訊／可供採取行動的公司通訊印刷本的股東。
5. It is the responsibility of the Shareholder to provide email address that is functional. If the Company does not possess the email address of a Shareholder or the email address provided is not functional, such Shareholder will be deemed, until such time when such Shareholder has provided a valid and functional email address to the Branch Share Registrar, to have elected to receive a notice of publication of the Corporate Communications and Actionable Corporate Communications by post.
- 股東有責任提供有效的電郵地址。倘若本公司並無股東的電郵地址或所提供的電郵地址無效，則該股東將被視為已選擇以郵寄方式接收公司通訊網站版本的登載通知及可供採取行動的公司通訊，直至該股東向股份過戶登記分處提供有效且可用的電郵地址為止。
6. For the avoidance of doubt, the Company does not accept any other instructions given on this form.
- 為免存疑，本公司概不受理在本表格作出的任何其他指示。
- Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual accounts together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
- 公司通訊包括任何文件，其中包括但不限於(a)董事會報告、年度賬目連同核數師報告以及(如適用)財務摘要報告；(b)中期報告及(如適用)中期摘要報告；(c)會議通知；(d)上市文件；(e)通函；及(f)代表委任表格。
7. Shareholders are requested to provide their contact details to the Branch Share Registrar for the purpose of enabling the Company to contact them in relation to the exercise of their rights as Shareholders.
8. Actionable Corporate Communications are instructions from any corporate communications that seek instructions from the Shareholders on how they wish to exercise their rights or make elections as Shareholders.
- 可供採取行動的公司通訊是指任何涉及要求股東指示其擬如何行使其有關股東權利的公司通訊。

## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

"Personal Data" in this statement has the same meaning as "personal data" defined in the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong ("PDPO"). Your supply of the Personal Data is on a voluntary basis and for the purpose of processing your instructions as stated in this form (the "**Purposes**"). If you fail to supply sufficient information, the Company may not be able to process your instructions. The Company may disclose or transfer the Personal Data to its subsidiaries, its share registrar and/or third party service provider who provides administrative, computer and other services to the Company for use in connection with the Purposes and to such parties who are authorised by law to request the information or are otherwise relevant for the Purposes and need to receive the information. The Personal Data will be retained for such period as may be necessary to fulfil the Purposes (including for verification and record purposes). Request for access to and/or correction of the Personal Data can be made in accordance with the provisions of the PDPO and any such request should be in writing and sent to the Data Privacy Officer of Tricor Investor Services Limited at the above address.

本聲明中所指的「個人資料」與香港法例第486章《個人資料(私隱)條例》(「《個人資料(私隱)條例》」)中「個人資料」的涵義相同。閣下是自願提供個人資料,以用於處理。閣下在本表格上所指示的「該等用途」。如閣下未能提供足夠資料,本公司有可能無法處理。閣下的指示,本公司可就此所指示的該等用途,將個人資料披露或轉移給本公司的附屬公司、股份登記處及/或向本公司提供行、電腦及其他服務的第三者服務供應商,以及其他獲法例授權而要求取得有關資料的人士或任何其他人士與上述所列出的該等用途有關以及需要接洽有關資料之人士。個人資料將在適當時期保留作履行所述的該等用途(包括作核實及紀錄用途)。有關查閱及/或更正個人資料的要求可按照《個人資料(私隱)條例》提出,而有關要求須以書面方式郵寄至卓仕證券登記有限公司(地址如上)的個人資料私隱主任。



Please cut the mailing label and stick it on an envelope to return this Change Request Form to us.

**No postage is necessary if posted in Hong Kong.**

當閣下寄回本更改申請表格時，請將郵寄標籤剪貼於信封上。  
如在本港投寄，閣下無需支付郵費或貼上郵票。

如在本港投寄，閣下無需支付郵費或貼上郵票。

**Mailing Label 郵寄標籤**

**Tricor Investor Services Limited**  
**卓佳證券登記有限公司**  
**Freepost No. 簡便回郵號碼：10 GPO**  
**Hong Kong 香港**

